

**BYLAWS**  
**STATE TRAUMA ADVISORY BOARD**

**ARTICLE I**  
**PURPOSE**

The name of the Board shall be: State Trauma Advisory Board, referred to in the remainder of these Bylaws as the "Board".

The Board carries out the duties described in Arizona Revised Statutes 36-2222. Such duties shall include but not be limited to:

1. Recommending standards to establish a statewide trauma system and a trauma registry that include standards for a quality assurance process for components of a trauma system.
2. Recommending standards for maintaining the confidentiality of the information considered in the course of quality assurance and the records of the activities of the quality assurance process as defined in Section 36-2401.
3. Recommending standards for a uniform data collection system for the trauma registry including definition of a trauma patient.

**ARTICLE II**  
**COUNCIL LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding emergency medical services between the Department of Health Services and the Board. To that end, the Bureau Chief, Bureau of Emergency Medical Services (BEMS), ADHS, or his/her designee will be the Department's liaison to the Board.

The Bureau Chief, BEMS, or his/her designee shall provide staff support and technical assistance to the Board and its committees as needed. He/she shall make every reasonable effort to inform the Board of pending actions and/or issues which may be within the scope of consultative and advisory duties of the Board. The Bureau Chief, BEMS, or his/her designee shall be responsible for ensuring that the Director, ADHS, is informed of the Board recommendations and actions in a reasonable time frame.

**ARTICLE III**  
**MEMBERS**

**Section 1.** Board membership.

The membership of this Board shall be composed as provided in ARS §36-2222.A.

**Section 2.** Term of membership.

Members of the Board shall be appointed by the Director of the Arizona Department of Health Services and serve staggered three year terms, consistent with Arizona Revised Statutes.

**Section 3.** Compensation.

Board members are not eligible to receive compensation but are eligible for reimbursement of expenses under Title 38, Chapter 4, Article 2, pending the availability of funds.

**Section 4.** Voting.

Each member of the Board shall be entitled to one vote when present at a meeting of the Board. No individual member shall cast more than one vote on the Board. Voting by proxy and/or alternate voter shall not be authorized.

**Section 5.** Vacancies.

Vacancies shall be filled pursuant to ARS §36-2222.B. The Chair shall be responsible for informing the Director of vacancies.

## **ARTICLE IV OFFICERS**

**Chairman:** The Chair shall be the Medical Director for Emergency Medical Services, and shall perform the duties delegated by the Board and those prescribed by these bylaws and by the parliamentary authority adopted by the Board.

**Vice Chair:** The Vice Chair of the Board will be selected by a majority vote of the members present and shall serve for a three year term (or until end of their current membership term), and shall serve as the Chair of the Board in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

## **ARTICLE V MEETINGS**

**Section 1.** Regular Meetings.

The regular meetings of the Board shall be held not less than quarterly, at a time and place designated by the Chair.

**Section 2.** Special Meetings.

Special meetings and/or telephone meetings may be called by the Chair, or by written request of five (5) members of the Board, and must comply with the open meeting law, and will be ratified at the next meeting of the Board.

**Section 3.** Notice of Meetings.

Board members shall be notified ten (10) days in advance of all Board meetings. A yearly schedule of regular Board meetings shall be made available to the Board members in January. Minutes of the previous meeting and an agenda for the upcoming meeting should be available ten (10) days in advance of the Board meetings.

**Section 4.** Attendance.

Regular attendance is expected of all Board members. If a member fails to attend three (3) consecutive meetings, an inquiry shall be made of that member concerning their continued participation on the Board, and the results of the inquiry, together with recommendation of the Chair, shall be forwarded to the Director of the Arizona Department of Health Services for a decision on the member's status.

**Section 5.** Quorum.

A simple majority of the members of the Board in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Board and without consideration of vacant membership positions.

## **ARTICLE VI COMMITTEES**

### **Section 1.** Establishment of Committees.

Standing and special committees may be established by the Board or by the Chair with the approval of the Board. Unless otherwise provided by these bylaws, members of committees and their chairs shall be appointed by the Chair of the Board with due concern for categorical and geographic representation appropriate to the specific duties of the particular committee.

### **Section 2.** Membership on Committees

Membership on standing and special committees need not be limited to members of the Board. However, the committee Chair and at least one additional member of a committee shall be members of the Board. A member of the Board may act as Chair if the regular committee Chair is absent.

### **Section 3.** Guidelines for Standing Committees

Standing committees are appointed by the Board Chair. The Board shall develop general guidelines for committee operating procedures and define their scope and action, as well as goals and objectives of each committee. Additional goals and objectives may be assigned as necessary. Each committee shall be responsible for reporting committee activity and action recommendations and receiving Board assignments at each meeting of the Board. The Chair of the Board shall be an Ex-Officio member of all standing committees. Standing committees shall include, but not be limited to:

- A. Executive Committee - This committee's primary responsibilities are evaluation and planning. This includes development of goals and objectives for the Board and its committees. The committee will consist of the Vice Chair of STAB who will serve as Chair, chairs of all other standing committees, and one additional STAB member. The chair of the Executive Committee may not be the chair of another standing committee.
- B. Arizona Trauma System Quality Assurance and System Improvement Committee - This committee's primary responsibilities include, but are not limited to: developing and recommending an AZTQ plan, standards for a uniform data collection system for the State's trauma registry, a definition of "trauma patient", guidelines for the use of the trauma registry data, guidelines for the release of information derived from data, and recommending safeguards that will result in maintaining confidentiality of trauma registry data.

### **Section 4.** Special Committees

Special committees may be established by the Board or by the Chair with approval of the Board. Special committees may be established when committee effort is indicated to conduct specialized subject areas not within the purview of existing committees.

## **ARTICLE VII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

The Board will appoint a member to act as parliamentarian during meetings. It will be the parliamentarian's responsibility to ensure Board meetings are conducted following Robert's Rules of Order.

## **ARTICLE VIII OPEN MEETING LAW**

The Open Meeting Law shall apply to meetings of the Board.

## **ARTICLE IX MINUTES**

Minutes of each Board and Board Committee meeting will be recorded, and the Board shall have the right of review and correction of minutes of all meetings before publication and distribution.

## **ARTICLE X MOTIONS**

All motions passed by this Board will be forwarded to the Director of the Arizona Department of Health Services for review and/or action.

## **ARTICLE XI AMENDMENTS**

These bylaws can be amended at any regular meeting of the Board by a majority vote, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved: 11/21/97

Revised and Approved: 3/25/99

Revised and Approved: 5/18/2000

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